

E-TENDER NOTICE: No.1/2019**E-Tender For “Out Source Service for Preparing & Printing of Mark sheets & Degree Certificate”**

Shri Govind Guru University is established by the Government of Gujarat vide Gujarat Act No. 24/2015. All the colleges providing higher education and situated across the five district of Madhya Gujarat i.e. Panchmahals, Dahod, Mahisagar, Chhota Udepur and Vadodara in the field of Commerce, Arts, Science, Education, Architecture, Law, Para Medical etc. are affiliated with this University.

Shri Govind Guru University invites E-Tender For “Out Source Service for “Out Source Service for Preparing & Printing of Mark sheets & Degree Certificate”. Interested parties/firms who wish to participate in Tenders can download the Tender documents including terms and conditions from www.nprocure.com and University website www.sgggu.ac.in. Approximately cost of work Rs.14,00,000 (Rs. fourteen lac only), Tender fee Rs.1500/- (Rs. one thousand five hundred only) (non-refundable) and EMD of Rs. 42,000/- (Rs. forty two thousand only) in form of DD in favour of Registrar, Shri Govind Guru University payable at Godhra. All the prospective bidders are required to upload all required e-tender documents on www.nprocure.com and also for administrative convenience submit the following documents of E-Tender in hard copy in a sealed cover address to The Registrar, Shri Govind Guru University, Government polytechnic campus, RTO Road, Gadukpur Godhra Dist. Panchmahals Gujarat 389001 on or before 20/07/2019 04:00 pm. The sealed cover should be super-scribe with Hard copy of E-Tender For “Out Source Service for Preparing & Printing of Mark sheets & Degree Certificate”

1. Original Demand Draft of Tender fee
2. Original Demand Draft of EMD
3. Original signed Tender Documents with all annexure excluding Financial Bid

E-Tender Documents upload/received late/incomplete without requisite papers and Demand Draft for Tender fee and EMD shall be summarily rejected. Shri Govind Guru University Godhra reserves the right to accept or reject any E-Tender, without assigning any reasons.

Registrar (I/C)
Shri Govind Guru University
Godhra

E-TENDER NOTICE No.01/2019

Tenders are invited for the following items through online process on www.nprocure.com and www.sgggu.ac.in.

Sr. No	Tender Item	Tender fee and EMD
1	Out Source Service for Preparing & Printing of Mark sheets & Degree Certificate	Tender Fees : Rs. 1500/- EMD : Rs. 42,000/-

Tender documents are available on www.nprocure.com and www.sgggu.ac.in

Tender Schedule:

1	Date and Time of Downloading of tender documents	28/06/2019
2	Last Date and Time of online submission of tender documents	18/07/2019 06:00 pm
3	Last Date and Time of Physical submission of Tender fee (Non-refundable), EMD, Technical Bid and other required documents etc.	20/07/2019 04:00 pm
4	Opening of technical bid & physical verification of submitted documents	Declared later on
5	Opening of Price Bid	Declared later on

Note: Tender fee and Earnest Money Deposited will be accepted in DD only of Nationalized Bank (Separate DD for Tender fee and EMD).

The Shri Govind Guru University (SGGU), Godhra reserves the right to reject any or all tenders or part of it which in the opinion of Shri Govind Guru University (SGGU), Godhra does not appear to be in its best interest and the tenderers shall have no cause of action or claim against the Shri Govind Guru University (SGGU), Godhra or its officers, employees, successors or assignees for rejection of his tender.

Registrar (I/C)
Shri Govind Guru University
Godhra

Shri Govind Guru University - Godhra**TENDE DOCUMENT FOR PREPARING & PRINTING OF MARK SHEETS & DEGREE CERTIFICATE****CHECK LIST**

Applicant has to enclose following mandatory documents along with said checklist while submission of tender as per Sr No shown below. Specify enclosure with (Yes / No)

Sr.	Particulars	Enclosed Yes / No	Page No
1	DD of Nationalized Bank for Tender Fees		
2	DD of Nationalized Bank for Earnest Money Deposit (EMD)		
3	Profile of the firm / Company		
4	1. Letter of Acceptance		
5	2. Scope of Tender		
6	3. A. General Instructions to the applicant		
7	B. Information regarding the applicant		
8	Proof of Identity of Proprietor / Partner / Director by whom tender is signed (Any one from Voter's Identity Card / Passport (all pages) / PAN Card (both sides))		
9	Certified copy of MOA (in case of company)		
10	Certified Copy of Sales Tax / GST Registration Certificate		
11	Certified Copy of TIN		
12	Certified Copy of PAN of the Firm / Company		
13	Certified Copy of Press Registration Certificate		
14	Valid RBI / IBA Empanelment Letter		
15	Valid CMMi Level-5 Certificate		
16	3.C Declaration		
17	3.D Undertaking		
18	4. Memorandum		
19	5. Terms and Conditions		
20	6. Technical Bid (Technical Specifications)		
21	Samples as per Technical Specification		
22	Test Report of Sample		
23	ISI Certificate of Mill		
24	List of Client to whom Mark-sheet provided with work order		

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Signature of the Applicant

Place :

Date :

1. LETTER OF ACCEPTANCE

Date: _____

To,
The Registrar,
Shri Govind Guru University (SGGU),
Godhra, Panchmahals, 389001.

Dear Sir,

With reference to the tender invited by you on behalf of The Registrar Shri Govind Guru University (SGGU), Godhra, I/We do hereby offer for the Preparing & Printing of Mark Sheets & Degree Certificate at Shri Govind Guru University at the respective rate mentioned in the price bid.

I/We have studied all the requirements of specification, terms and conditions of the tender.

I/We agree to execute the whole order as per the terms and conditions of the order if the order is placed with us.

I/We have submitted Tender Fee of Rs. 1500/- & Earnest Money Deposit (EMD) of Rs.42000/- through **Demand Draft of Nationalized Bank only** in favour of REGISTRAR, SHRI GOVIND GURU UNIVERSITY (SGGU), GODHRA which amount is not to bear any interest.

I/We do hereby agree that this sum shall be forfeited by you in the event our tender is accepted and

I/We fail to execute the order when called upon to do so, I/We understand that you are not bound to accept the lowest or any tender that you receive.

Yours faithfully,

(Authorized Signature)

Name:

Address of Firm:

2. SCOPE OF TENDER/WORK

Shri Govind Guru University (SGGU), Godhra has invited tender for the following items:

Sr. No.	Item	Approximate Quantity
1	Mark Sheet (Front side four color and back side one color printing)	as per data from university, approx 100000 per semester
2	Degree Certificate (Front side four color printing)	as per data from university, approx 20000 per semester

Item No.	Details of item with specification	Approximate Quantity
1	Mark sheet : <ul style="list-style-type: none"> • Front side four color printing • Back side single color printing • Threading (UV) • UV emblem in the center (UV) • University Name (UV) • Micro text Border and HR Border • Copy feature • Secured (MICR) Numbering • PDF 417 • Special Machine Readable Code • 3D hologram • Photo of student • Gullioche 	1,00,000

Item No.	Details of item with specification	Approximate Quantity
2	Degree Certificate : <ul style="list-style-type: none"> • Front side four color printing • Back side plain 	20,000

	<ul style="list-style-type: none"> • Threading (UV) • UV emblem in the center (UV) • University Name (UV) • Micro text Border and HR Border • Copy feature • Secured (MICR) Numbering • PDF 417 • Special Machine Readable Code • 3D hologram • Photo of student • Gullioche 	
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Specification of paper for the above will be strictly as follows:

- 150 GSM fiber optic security Paper.
- Mark Sheets & Degree Certificate to be printed on IBA approved Gujarat based Security Printer.
- Paper must be of uniform formation with fair smoothness on both sides and reasonably free from specks, sieves, holes and other blemishes and the paper must confirm to all the parameters and criterion, as laid down by the Bureau of Indian Standards for the above type of paper.
- The tender quantity is approximate and may increase or decrease. Any increase or decrease in quantity shall not entitle the tenderer to claim any extra over the quoted price.
- The successful tenderer has to enter into contract with the University. The period of contract will usually be 24 months extendable up to another 24 months on approval of University Authority. The expenditure for preparing contract papers will have to be borne by the party.
- University shall place an order as per their requirement at same rate during the contract period.

Signature of the Applicant

Place :

Date :

3.A. GENERAL INSTRUCTIONS TO THE APPLICANT

A	The qualification process shall lay high emphasis on the ability and competency of applicants to execute the order as per requirements within the given time schedule.
B	All the information shall have to be filled in the prescribed statement, wherever mentioned.
C	All the details, required in the prescribed statement, shall have to be duly filled up. No information shall be left out. Relevant item without required information shall not be considered for evaluation.
D	All the required attachments, sample of papers / mark sheets / hologram shall have to be invariably attached. Relevant item without required attachment shall not be considered for evaluation.
E	Shri Govind Guru University (SGGU), Godhra reserves the right to accept or reject any one or all of the offers / tenders without giving any reasons thereof.
F	Shri Govind Guru University (SGGU), Godhra reserves the right to restrict the list of qualified applicants to any number deemed suitable by it. Decision of the Shri Govind Guru University (SGGU), Godhra for qualifying the applicants shall be final and binding to all.
G	All information has to be written in English language. All pages of the qualification documents have to be signed by the applicant. All corrections, erasures or overwriting therein, have to be signed by the applicant.
H	Applicant must be from Gujarat State only.

Signature of the Applicant

Place :

Date :

3.B. INFORMATION REGARDING THE APPLICANT

Sr.	Particulars	
1	Name of the Firm / Company	
2	Address of the Firm / Company with PIN code Number and Phone numbers	
3	E-Mail id of the Firm / Company	
4	Name and Addresses of the Proprietor / Partner / Director by whom tender is signed (attach proof of identity) Any one from Voter's Identity Card / Passport (all pages) / Driving License (entire) / PAN Card (both sides)	
5	Type of Organization, including particulars of Proprietor / Partners / Directors: (Sole Proprietorship, Private Ltd., Co-Operative Body, etc.) (Attested copy of deeds of Memorandum of Association shall be enclosed)	
6	Name and address of the bankers	
7	Bank facilities available Overdraft Guarantees Letters of Credit	
8	Sales Tax / VAT / GST registration number (attach certified copy)	
9	TIN Number (attach certified copy)	
10	PAN Number (attach certified copy)	
11	Details of Tender Fees: DD No: Date: Name of Bank:	
12	Details of EMD: DD No: Date: Name of Bank:	
13	Press Registrations Number (attach certified copy)	

14	RBI / IBA Empanelment Number / Letter (attach certified copy) Press must be empaneled by RBI / IBA to qualify technically	
15	Whether Insured against fire, if so please state the amount for which insured, the name of insurance firm and policy number	
16	Availability of printing machines	
17	Availability of computers	
18	Availability of manpower	
19	Capacity of manufacture mark sheet per day	
20	Capacity of manufacture degree certificate per day	

Signature of the Applicant

Place :

Date :

3 C DECLARATION
(On Rs. 50/- Stamp Paper)

I / We hereby, certify that I / we, am / are not partner(s) in any firm(s) or am / are not connected with any firm(s), which has been blacklisted in any state, C.P.W.D., M.E.S., or Railways or Shri Govind Guru University (SGGU), Godhra or by any other Universities.

I / We, the proprietor / partners / directors of this firm / company, give an undertaking, hereby, that I / We am / are not jointly and severally responsible to meet all the liabilities over and above the business of this firm and make good the above financial loss sustained by the **Shri Govind Guru University (SGGU), Godhra**, as a result of our abandoning the work entrusted to us, i.e. this firm.

Signature of the Applicant

Place :

Date :

3 D UNDERTAKING

1. I / We agree, hereby, that the decision of Shri Govind Guru University (SGGU), Godhra, in qualifying & / or selection of the applicant/s / contractor, phasing of the work and in any other project related matter, shall be final and binding to me / us.
2. All the information and data, furnished herewith, are correct to my / our best of knowledge.
3. I / We agree that I / we have no objection, if inquiries are made about my / our works, their related areas and any other inquiry regarding all the details, projects and works listed by me / us in the qualifying documents at any stage.

Signature of the Applicant

Place :

Date :

4 MEMORANDUM

1. General Description of the work : Preparing & Printing of Mark sheets & Degree Certificate of Shri Govind Guru University, Godhra.
2. Tender Fee : Rs. 1500/-
3. Earnest Money Deposit : Rs. 42000/-
4. Security Deposit on acceptance of the order : 10% of the order amount

Signature of the Applicant

Place :

Date :

5. TERMS AND CONDITIONS

01. SUBMISSION OF THE TENDER DOCUMENT:

Tenderer is requested to submit the tender as per the following:

- a) The tenderer shall submit the Tender Document along with demand draft of Tender fee and EMD of **Nationalized bank** in favour of **Registrar, Shri Govind Guru University** payable at **Godhra**, to the University office **in person**.
- b) The full name and address of the Tenderer, and the name of the authorized agent delivering the tender, shall be written at the bottom left hand corner of the said sealed envelope.
- c) Super scribe the tender cover as **E-Tender For Out Source Service For “Out Source Service for Preparing & Printing of Mark sheets & Degree Certificate”**
- d) **Tenderer must submit tender form and other document excluding financial bid in hard copy as well as soft copy to be uploaded online on www.nprocure.com as mentioned in checklist.**

02. TENDER OPENING:

Tender shall be opened by the Competent Authority, Shri Govind Guru University (SGGU), Godhra, on the due day and time in the presence of representative of Tenderers, who choose to be present.

03. TENDER VALIDITY PERIOD:

The validity period of the tender submitted for the item shall be of one hundred twenty (120) calendar days from the date of opening of the “Price Tender”. The Tenderer shall not be allowed to withdraw the tender, or make any modifications or additions in the terms and conditions of his own in his tender. If this is done, the University shall, without prejudice to any right or remedy, be at liberty to reject the tender and forfeit the EMD in full.

04. EARNEST MONEY DEPOSIT:

- a) The tender shall be accompanied by Earnest Money Deposit. The Earnest Money Deposit shall be deposited by Demand Draft, issued in favour of Registrar, Shri Govind Guru University, Godhra, through nationalized bank only. The EMD in the form of FDR or cheque shall not be accepted.
- b) The EMD shall be forfeited in the event of the successful tenderer fails to accept the order and fails to submit the Security Deposit (S. D.) to the University as stipulated in this tender document within 10 days after receipt of notice of award of order. In such a case, the University may disqualify the Tenderer from tendering for further works, under the jurisdictions of the SGGU.

- c) The EMD of the successful tender shall be returned after the Security Deposit as required, is furnished by the successful tenderer.
- d) No interest will be paid on the earnest money and the security deposit lying with the University. No interest shall be paid by the University on any tender guarantee.

05. SECURITY DEPOSIT (S.D.):

The successful tender to whom the order is placed, shall have to arrange to deposit 10% amount of the total order value as security deposit within 10 days from the date of order by Demand Draft of any Nationalized Bank, only in favour of Registrar, Shri Govind Guru University (SGGU), Godhra. The deposit will remain with the University during the contract / warranty period of materials supplied. The deposit is towards the supply of specified goods in time, performance obligation and providing satisfactory maintenance services during contract / warranty period. This deposit will be forfeited if the product supplied fails to provide satisfactory performance or supplier fails to provide satisfactory maintenance services.

06. LANGUAGE OF THE TENDER:

- a) Tender shall be submitted in English, and all information in the tender shall also be in English. Information in any other language shall be accompanied by its translation in English. Failure to comply with this may make the tender liable to be rejected.
- b) Tender Document shall be completed legibly checked in a responsible manner, signed, stamped and returned together with the EMD by the stipulated time.
- c) All the pages, in which entries are required to be made by the Tenderer, are contained in the Tender Document, and the Tenderer shall not take out or add to or amend the text of any of the documents, except in so far as may be necessary to comply with any addenda.

07. SIGNING OF TENDER DOCUMENT:

If the Tender is submitted by an individual, it shall be signed with his full name above his current address.

If the tender is submitted by a Proprietor Firm / Partnership Firm / Company, it shall be signed by the Proprietor / Partner / Director above his name and the name of his firm with his current address.

Photocopy of any one of the following Photo Identity Proof of the person who is signing the tender must be attached.

Voter's Identity Card / Passport (all pages) / Driving License (entire) / PAN Card (both sides).

08. WITHDRAWAL OF TENDERS:

If during the "Tender Validity Period", the Tenderer withdraws his Tender, the Security Deposit shall be forfeited and the Tenderer may be disqualified from tendering for further work under the jurisdictions of Shri Govind Guru University, Godhra.

09. INTERPRETATIONS OF THE TENDER DOCUMENT:

Tenderer shall carefully examine the “Tender Document”, and fully familiarize himself with all the conditions and matters, which may, in any way, affect the order or the cost thereof. If tenderer find any discrepancies from the specifications or other documents, or should be in doubt as to their meaning, he shall at once address query to the Registrar. Any resultant interpretation of the Tender Document shall be issued to all the Tenderers as an addenda corrigendum. Verbal clarification and / or information given shall not be binding on the Shri Govind Guru University, Godhra.

10. QUOTING PRICE:

The amount in the price bid must be quoted as the total amount including of all i.e. basic price, duties, levies, freight forwarding, insurance, delivery / supply / clearance charges, installation, any other charges for the items of supply. No amount in addition to the amount mentioned as total amount shall be payable by the University. In Gujarat, Octroi duty is not applicable.

The tender quantity is approximate and may increase or decrease. Any increase or decrease in quantity shall not entitle the tenderer to claim any extra over the quoted price.

11. DELIVERY:

College, Course & Semester wise Packing of mark sheet/degree certificate should be provided in ply box at the Shri Govind Guru University, Godhra.

The selected party has to deliver the mark sheets within 15 days of the order received from university’s concerned office. In case of delay a penalty of Rs. 2 per mark sheet/degree certificate will be charged.

12. SIGNING OF THE ORDER:

- a) The successful Tenderer shall be required to accept the order and execute as per the instructions specified in the order failing which the Shri Govind Guru University shall be entitled to annul the award and forfeit the SMD.
- b) If the order is placed with the tenderer, the items must be supplied to our satisfaction within time limits specified by us in the order. Failing which, the university shall impose penalty on the tenderer. Also, University shall purchase the goods from other party at the market price and the excess amount, if any, thus paid by the University, in comparison with the tender rates, shall be recovered from the tenderer and no complain on that account shall be entertained by the University. Moreover, security deposit of the tenderer shall be forfeited. Also, the University authorities are at liberty to take any further steps against such tenderer.
- c) In the event of supply being delayed, the party concerned shall apply for suitable extension stating the ground / reasons on which the extension is sought. The decision of the university regarding granting or not granting of extension, imposing of the penalty for the delay shall be final in this regard.

- d) The successful tenderer will always be responsible for supply of the goods as per the specifications mentioned in the order. Failing which they shall be liable to be penalized as per the decision of the appropriate University Authority. If the goods are not according to the specification, the same will be rejected and the material shall lie at the consignee's premises at the risk and cost of the supplier and it shall have to be taken back by the supplier at their cost.
- e) The successful tenderer has to enter in to contract with the University. The period of the contract will usually be 24 months extendable up to another 24 months on approval of University Authority. The expenditure for preparing contract paper will have to borne by the party.
- f) Since the work is related to examination, high level of confidentiality has to be maintained. A party will not be allowed to keep any extra copy of the said material in their custody.
- g) No printer in any case will use the text paper other than the samples submitted by its firm and approved by the University without the prior permission of the University otherwise a very serious view by treating the matter under fraudulent practices can be taken.

13. PAYMENTS:

- a) The bill will be paid to the supplier after complete supply of items as per specifications and random acceptance testing of material supplied.
- b) Request for part payment / advance payment shall not be entertained.
- c) No items or conditions placed by the tender applicant will be acceptable to the University Authority. Alternative conditions, even if stated by the tender applicant will be considered invalid unless otherwise specifically agreed to. Offers subject to prior sales will not be considered.
- d) In case of supply of misprinted answer sheets payment will be deducted accordingly and / or security deposit may be forfeited as per the order of the competent authority of University.

14. NONTRANSFERABLE:

Tender Documents are not transferable.

15. RIGHTS RESERVED:

Shri Govind Guru University (SGGU), Godhra reserves the right to reject any or all tenders, to waive any informality or irregularity in any tender, without assigning any reasons. The Shri Govind Guru University (SGGU), Godhra further reserves the right to withhold issuance of the notice to proceed, after execution of the Contract Agreement, for the period of time stated in the Invitation to the tender and no additional payment shall be made to the successful tenderer on account of such withholding. The SGGU is not obliged to give reasons for any such action.

The Registrar reserves right to reduce the scope of Work and split the tender in to two or more parts without assigning any reason even after the award of order.

16. CONTITIONAL TENDER:

The scope of supply and requirements are clearly mentioned in the tender document. The tenderer shall has to comply in accordance with the detailed specifications. No conditions shall be accepted. The conditional tender shall be liable to be rejected.

17. Data:

Shri Govind Guru University, Godhra provide

18. DISPUTES

Registrar, Shri Govind Guru University, Godhra is the tender issuing authority. In case of dispute, Vice Chancellor shall be the competent authority and his decision shall be final and binding upon all concerned. For issues arising out of the tender, the jurisdiction will be Godhra only.

Signature of the Applicant

Place :

Date :

06. TECHNICAL BID

1. Name of the Vendor :
2. Registered Office :
3. Working Place of the Firm :
4. Year of Establishment :
5. Type of Firm (Ownership, Partnership, Pvt. Ltd. Or Ltd. Co.):
6. Name, Address and telephone number of Responsible person

Phone: (O) : (R) :
 (M) : E-mail address :

7. Total Annual Turnover for Last Three Years (Enclose Certified Copies):

Year	Rs. In figures	Rs. In words
2016-17	Rs.	Rs.
2017-18	Rs.	Rs.
2018-19	Rs.	Rs.

- 7A. Total Annual Turnover for Last Three Years from similar job of Examination Work.

(Enclose Certified Copies from C.A.) :

Year	Rs. In figures	Rs. In words
2016-17	Rs.	Rs.
2017-18	Rs.	Rs.
2018-19	Rs.	Rs.

8. Total Building Area
 (With Press, Office and Storage space)
 (Proof of ownership/lease agreement to be attached)
9. Total no. of Staff
 (a) Technically Skilled _____
 (b) Administrative _____

- (c)Semi-skilled _____
- (d)Security Staff _____
- (e) Proof Reader _____

10. Has the press its own Security Arrangements?
If Yes, of what Type? pl. give details :

11. Factory Act Registration No.(you have to enclose certified copy of Registration letter):

12. Permanent Account No.(Income Tax) (Enclose Certified PAN CARD) :

13. VAT Registration No. (Enclose Certified copy of Registration Letter) :

14. Central Sales Tax Registration No. :

15. Service Tax Registration No. :

16. EPFO registration No. :

17. Details of EMD and Tender Fee :

List of Machines

Details of Machine	Name of Machine and year of manufacturing	Nos.	Production Capacity per day	Any Special Details
Single Colour Sheet Offset				
Two Colours Sheet Offset				
Four Colours Sheet Offset				
Web Offset				
Paper Cutter				
Thermal laminating machine				
Number of i-5 or higher version computers				
Number of servers along with specification				

No. of Laser printer with speed				
No. of Line Printers/ Dot Matrix				
(any other pl. specify)				

Note :

- All the bidders are required to attach 2 two samples of paper to be used in the preparing & printing of mark sheet & degree certificate with the technical bids. These samples must be certified by the concerned mills. Each sample of paper must also be duly stamped and signed indicating:
 - a) The firm's name and address along with manufacturer mark and
 - b) Description / all specifications of paper as laid down by the Bureau of Indian Standards, R & D Lab Test Report, ISI certificate of Mill is also to be attached with the samples for adjudging the quality of the product.

Signature of the Applicant

Place :

Date :

Financial Bid

No.	Item	Unit Rate (Rs)	Amount in words (Rs)
1	Mark Sheets (Quantity 1000)		
	GST		
	Total		
2	Degree Certificate (Quantity 1000)		
	GST		
	Total		

- Note : (1) All Amount filled online on www.nprocure.com only
(2) Hard Copy of Financial Bid not send to University

Please read the following instructions before quoting price (online):

1. For above item, mention the total cost including of all i.e. basic price, taxes, duties, levies, freight forwarding, insurance, deliver, installation, other charges etc. No amount in addition to the amount mentioned as total amount shall be payable by the University.
2. Price must be quoted for preparing & printing of one-mark sheet & degree certificate only.
3. Price must be quoted for the specification mentioned in the tender only.
4. Order for item mentioned above may be placed with one or more suppliers as per the decision of the University.